

F-1 Curricular Practical Training

Curricular Practical Training is an off-campus work permit allowing a F-1 student to participate in a paid intern program. The intern program must be related to the student's academic program at CSULA as described below. The student must be a continuing student and has not completed his/her current degree program.

Duration of Curricular Practical Training

CPT authorization will only be given for one quarter at a time, with **four (4) quarters maximum**.

CPT is computed at the following rate:

1. **Full time work (more than 20 hours/week).** If you are approved for 12 months or more of full time CPT, you are **not eligible** for the OPT. This also includes any on-campus employment performed during the authorized CPT period. ***Full Time CPT permitted ONLY during the summer break.**
2. **Part time work (20 hours/week or less).** Part time CPT is counted at one half the rate of full time CPT. For example, 6 months of part time CPT is equivalent to 3 months full time CPT. Approved part-time CPT period less than 12 months will not be deducted from Optional Practical Training (OPT). This also includes any on-campus employment performed during the authorized CPT period.

Eligibility

1. The F-1 student must have been in valid F-1 status and current degree program for 9-consecutive-months-in-status to be eligible for CPT.
2. The student must be a continuing student and has not completed his/her current degree program.
3. CPT authorization will only be given for one quarter at a time, with a four (4) quarter maximum.
4. Student must maintain full-time enrollment to be eligible (no reduced course load request) for the requesting quarter.
5. Student must be in good academic standing:
 - Undergraduate Students minimum 2.5 cumulative GPA (CPT during the last quarter, undergraduate students must have 2.75 cumulative GPA)
 - Graduate Students minimum 3.0 (CPT during the last quarter, graduate students must have 3.5 cumulative GPA)
6. Training program is an integral part of an established curriculum.
 - a. **Option 1:** The training is **required** in order to obtain the degree. The curriculum must state that the internship is required in order for students to complete the degree program. ***Exception for 9-consecutive-months-in-status eligibility**
 - b. **Option 2:** The training is required for a **particular course or curricular track**, although it may not be required of all students in the degree program. The details of the student's specific projects for that course must be discussed and supervised by the course's instructor. **Student must be registered in the class during the term the student is employed in the training program. The dates of the training program must coincide with the enrolled term.** Moreover, any employment experience required by the course must be instrumental to achieving a curricular academic objective. **For full time employment, the student must be enrolled in the course for at least 3 units. The student must be receiving 2 units for part time employment.**

Procedure to Apply for Curricular Practical Training

Application documents:

1. Student's current I-20 (original);
2. CPT Supplemental Form (attached);
3. Letter from employer (on official company letterhead) offering the confirmed position, a brief description of your duties and dates of your employment. * **CPT authorization is employer specific. The F-1 student must have a confirmed offer letter from the employer prior to applying for Curricular Practical Training (CPT).**
4. A letter from your academic advisor or the professor with whom you will be taking the CPT course for credit. NOTE: This letter MUST identify the employer with whom you will work and the beginning and ending date of the CPT (see sample letter)
5. Passport copy; and
6. I-94 card copy.

You may not start work until you receive the new I-20 from the International Office with the employment authorization under CPT. We recommend you apply at least two (2) weeks prior to the start date of employment. The authorization is noted on page 3 of your I-20 form. You are permitted to work only for the employer that is listed on your I-20 and within the approved dates. If you change employer, a new application must be submitted.

For extending your current CPT with the same employer, you must submit the following documents to the International Office:

CPT Extension:

1. Student's current I-20 (original);
 2. CPT Supplemental Form (attached);
 3. A letter from your academic advisor or the professor with whom you will be taking the CPT course for credit. NOTE: This letter MUST identify the employer with whom you will work and the beginning and ending date of the CPT (see sample letter)
 4. Passport copy; and
 5. I-94 card copy.
- * **Letter from employer is waived if the authorization is for the same employer with the same position.**

A new I-20 will be issued with the employment authorization endorsed on page 3. **You may not continue with the employment if the previous endorsement had expired and you have not received the new endorsement. We recommend you apply at least two (2) weeks prior to the end date of current approved employment.**

SAMPLE LETTER

(All letters must be printed on departmental letterhead)

Month, Day, Year

District Director
US Citizenship and Immigration Services
300 North Los Angeles Street
Los Angeles, CA 90012

RE: Curricular Practical Training for Mary Doe

Dear Sir or Madam:

Ms. Doe is currently enrolled full-time in the Business Administration (MBA) program at CSULA. She has completed advanced course work in network flows and combinatorial programming, management of computer based information systems, and financial accounting. Her major field of concentration is market analysis theory and systems design. She has been in this program for 9 months and is in good academic standing with the department and University. Ms. Doe is expected to complete her program by ____ Quarter 20xx.

Ms. Doe is seeking practical experience in her specialized field of study through our internship program. Her proposed training is in the area of market analysis and systems design, and will be performed with (name and address of company) on a (part or full time) basis, from (dates) ____ to _____. The relationship between this training and this student's major field of study is... **PLEASE DETAIL THE RELATIONSHIP OF THE TRAINING TO THE STUDENT'S FIELD OF STUDY (OR ELECTIVE COURSE THE STUDENT IS ENROLLED IN AT THIS TIME).**

(NOTE: Please choose one of the following)

Such internship (or training) is required as part of student's academic program.

OR

This course (course name and course number) is available to the student and is an integral part of the established curricular of the ____ major. She will receive __ (number) units of credit for this course in ____ Quarter 20xx.

Sincerely,

Jane Doe
Academic Advisor
Graduate School of Management



California State University, Los Angeles

International Office

CPT Supplemental Form

Name: _____ CIN: _____
Family/Last First Middle

Degree Level: _____ Major: _____

SEVIS ID: _____ Expected Completion Date: _____

Telephone: _____ Email Address: _____

Starting Date: _____ Ending Date: _____ # of Hours: _____/week

Employer's Address:

Company Name

Supervisor

Street

Telephone

City State Zip Code

Do you intend to work on-campus during the CPT period? [] Yes [] No

Do you have a Social Security Number? [] Yes [] No

Is your address and contact information in GET correct? [] Yes [] No

I understand it is my responsibility to report any on-campus employment to the International Office during the authorized CPT period. I understand the CPT authorization is employer specific, and I must apply for a new approval if I change the employer. I understand that I am not allowed to start employment until I receive the approval from the International Office, even if the start date has passed. Failure to comply with these requirements can result in illegal employment and my F-1 status will be terminated.

Student's Signature _____ Date _____

International Office
Telephone: 323-343-3170 Facsimile: 323-343-6478
www.calstatela.edu/extension/internationaloffice